

REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)
LAKE HAVASU CITY, ARIZONA
UTILITY SERVICES EFFICIENCY STUDY – CONSULTANT EVALUATION AND
BEST PRACTICES

RFQ DUE DATE: November 4, 2016 at 3:00 p.m., Arizona Time

Lake Havasu City is interested in receiving Statements of Qualifications (SOQs) from interested and qualified professional firms to provide general and specialized review of the Utility Services (Water and Wastewater) for Best Practices and Efficiency Evaluation.

Statements of Qualifications submitted must address, as a minimum, all issues brought forth in this Request for Statements of Qualifications (RFQ).

PRE-BID (NON-MANDATORY):

- Friday, October 7, 2016
- Lake Havasu City Transmit Building, Conference Room
- 900 London Bridge Road, Lake Havasu City, AZ
- 9am-10am, Question and Answers
- 10am to 12 Noon, facility tour

SECTION I - PROJECT DESCRIPTION

Review Lake Havasu City Utility Services (Water and Wastewater) for efficiency evaluation and best practices recommendations. Some components of Lake Havasu City's current Utility Services are outlined below.

Wastewater System

Employees

- 30 Full Time Employees

Wastewater Treatment Plants (3)

- Mulberry Wastewater Treatment Plant
2.2 MGD
340 Mulberry Avenue
- Island Wastewater Treatment Plant
2.5 MGD
1150 McCulloch Blvd.
- North Regional Wastewater Treatment Plant

3.5 MGD
7001 Whelan Drive

System

- 353 miles of gravity sewer line
- 25 miles of force main
- 49 sewer pump stations
- 1 Laboratory

Water System

Employees

- 35 Full Time Employees
- 10 Part Time Employees

Water Treatment Plant (1)

- Water Treatment Plant
26 MGD
925 Port Drive
Lake Havasu City, AZ 86403

System

- 1 Horizontal Collector Well-Ranney- 24 MGD
Developed in 1999-2000, 16' diameter caisson 104ft deep, 1,900 total feet of lateral piping, three pumps-each capable of 8,000gpm (24mgd)
- 9 production ground water wells
- 500 miles of water lines
- 15 booster stations
- 26 storage tanks
- Responsible for reading and servicing 29,000 water meters
- 30,000 active service connections
- 32,000 total service connections

SECTION II - SCOPE OF WORK

The consultant will review Water and Wastewater Division's operations, staffing and practices and provide a report outlining possible improvements and best practices.

Typical deliverables would be a draft and final report, including recommendations and actions.

SECTION III - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The Consultant will be selected through a qualifications-based selection process. Firms interested in providing these services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. Experience of the Prime Firm (30 points)

Discuss the experience and qualifications of the prime firm in providing requested services (Maximum of 5 projects). For each project listed, please provide:

1. Short description of the project
2. Role of the firm
3. Example Report or Deliverables, or short summary of findings.
4. Milestone Dates
5. Project owner
6. Reference information (two current names with telephone numbers per project)
7. Information on each project as to any legal issues, or litigation involving the contractors and subcontractors involved with the project
8. Follow-up on Report Recommendations

B. Experience of Key Personnel and Sub Consultants (30 points)

Discuss the experience and qualifications of the specific project team members on at least three (3) projects of comparable character and complexity.

For each key person identified, list their length of time with the firm and at least three comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide the following:

C. Project Understanding and Approach (30 points)

Discuss your understanding of the City's needs and goals for this project and the services your company would provide.

D. Principle Office Location/Review Action (10 points)

The City desires active interaction with the consultant and the Utilities on this project, and considers it a necessity for the successful provision of engineering services. Identify the location of the firm's principal office and the home office location of key staff on this project. Describe the review process the firm is intending to utilize. Identify how the firm will ensure it is able to "get to know" the unique Utility issues Lake Havasu City faces.

SECTION IV - SUBMITTAL REQUIREMENTS

Firms interested in the above project should submit a Statement of Qualifications, which **includes a one-page cover letter plus a maximum length of five pages to address the SOQ criteria (excluding resumes, but including references)**. Resumes for each key team member shall be limited to a maximum length of two pages and should be incorporated as an appendix to the SOQ. As an additional appendix and not a part of the maximum number of pages, a 30 page example report of similar work may be included, either a full report in its entirety or up to 30 pages of a larger report. Please provide **one original plus four copies (total of 5) plus one electronic copy of the Statement of Qualifications by 3:00 p.m., Arizona Time, on November 4, 2016.**

*Delivered or hand-carried submittals must be submitted to the Lake Havasu **City Clerk** at City Hall. On the submittal package, please display: firm name, and RFQ title.*

All submittals should be sent or delivered to: CITY CLERK, 2330 McCulloch Boulevard North, Lake Havasu City, AZ 86403.

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified due date and time
- The number of originals and/or copies of the submittal specified
- Adherence to maximum page requirement
- Deposit of submittal in correct location

Adherence to the maximum page criterion is critical; each page side with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION V - SELECTION PROCESS AND SCHEDULE

The successful firm/team will be selected through a qualifications-based selection process which may consist of two evaluated elements: (1) Statements of Qualifications (SOQs) submitted in response to this RFQ, and (2) Due Diligence of the finalists.

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section IV above. The three highest scoring firms from the selection panel will be selected for further due diligence. Upon completion of that effort, the Selection Committee will meet again and rank the firms again based on both the SOQ response (75%) and Due Diligence (25%). The Selection Panel will choose the best qualified firm to begin negotiations.

The City will enter into negotiations with the selected firm or firms and execute a

contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

SECTION VI – GENERAL INFORMATION

RFQ Holder Lists. Questions on these areas may be referred to the Operations Division by phone only.

Instructions. Lake Havasu City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be made available to all registered Request for Qualifications holders. Firms who obtain a copy of the Request for Qualifications packet from Onvia DemandStar will be included on the Request for Qualifications holders list. Firms receiving a copy of this packet through any other means must register as a Request for Qualifications holder.

To register as a Request for Qualifications holder, please contact purchasing@lhcaz.gov.

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation regarding this Request for Qualifications, please contact the City Clerk's office at (928) 453-4142 at least 24 hours prior to the meeting so that an accommodation may be made.

City Rights. Lake Havasu City reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub Consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Panel, the City Manager, Department Heads, and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Contact with Elected Officials (Mayor, City Council, etc). Any contact pertaining to this selection process with elected officials must be scheduled, in person, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants, the subject matter and shall invite the public and press to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted, and copies of contacts made via letter, fax, e-mail or other written method shall be made available to the public, press and all submitting firms. This prohibition also applies to the elected officials serving on the Selection Committee other than in the formal selection process.

Questions. Questions pertaining to the Consultant selection process or contract issues should be directed by email to Louis Martinez, Director of Operations and Maintenance, 900 London Bridge Rd, Lake Havasu City, AZ 86404. Telephone No. (928) 453-2677, martinezl@lhcaz.gov. Additional meetings will not be made available.